

POSITION DESCRIPTION
CITY OF COLUMBIANA
An Equal Opportunity Employer
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Job Title: **WATER DISTRIBUTION OPERATOR AND MAINTENANCE WORKER**

Department: Service

Immediate Supervisor: Water Distribution Foreman

Positions Supervised: None

JOB RESPONSIBILITIES:

Under general supervision, the Water Distribution Operator and Maintenance Worker assists with the maintenance, installation, repairs and relocation of water lines, meters and related equipment; and operates light and heavy equipment.

QUALIFICATIONS:

High school diploma or equivalent and a minimum of one (1) year experience in water line construction and maintenance or an equivalent combination of education, training, and experience. Must possess a valid Ohio commercial driver's license with an acceptable driving record.

WORKING CONDITIONS:

The Water Distribution Operator may be required to work a flexible schedule, including evenings and weekends, will work outdoors and may be exposed to adverse weather conditions.

An individual who poses a direct threat to the health and safety of himself/ herself or others in the workplace will be deemed not qualified for this position.

Date Submitted: July 2001

Non-Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>
Admin. <input type="checkbox"/>	Prof. <input type="checkbox"/> Exec. <input type="checkbox"/>

CITY OF COLUMBIANA

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Department goals and objectives* • Department policies and procedures* • City services* • City zoning requirements for water line installation • EPA requirements for installing utility lines • Safety procedures • Federal, state, and local safe drinking water regulations • Sewer systems • Equipment, materials, and supplies utilized in construction, maintenance, and repair of water distribution and collection systems • Water and sewer main construction, maintenance and repair requirements • Construction techniques and applications 	<ul style="list-style-type: none"> • Ensure that work is accomplished correctly • Read and understand blueprints and manuals • Define problems, collect data, establish facts, and draw valid conclusions • Plan, schedule and organize work • Develop and maintain effective working relationships with supervisor, department personnel, and the public • Present a positive image to the public • Communicate effectively in written and oral form • Recognize unusual or threatening conditions • Calibrate equipment and tools used in repairing and maintain water distribution and collection systems • Perform routine maintenance on equipment • Use manual and power tools • Work underground and in confined or awkward positions • Transport moderately heavy objects from one location to another • Operate heavy and light equipment

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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90% **WATER DISTRIBUTION OPERATIONS**

- ★ Installs, maintains, repairs and relocates water lines
- ★ Lays and aligns pipe
- ★ Locates and repairs leaks
- ★ Drills and taps lines
- ★ Installs valves, hydrants, and meters
- ★ Performs preventative maintenance
- ★ Performs excavation and backfill operations
- ★ Exercises distribution system:

★ *Denotes an essential function of the job*

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% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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WATER DISTRIBUTION OPERATIONS - continued

- Hydrants, oil, grease, repair, rebuild, replaces
- Valves
- Flow test
- ★ Repair damage to roads and surrounding areas incurred during excavation

10% MISCELLANEOUS

- ★ Assists other departments as requested.
- ★ Attends meetings and serves on temporary committees, as requested
- ★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- ★ Performs additional duties and assignments, as requested
- ★ *Denotes an essential function of the job*

Employee Signature

Date